

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, September 2, 2014

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. August 18, 2014
2. Review & Sign Warrants
3. Old Business
 - a. Review of Information Received from General Code
 - b. GIS/IT Specialist Replacement Update
4. New Business
 - a. Maine Municipal Risk Management Dividend
Property & Casualty and Worker's Compensation
 - b. Service Fees 2014/15
5. Public Comment
6. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, August 18, 2014

Attending:

Mayor Carol Duprey	Councilor Tom Brann
Councilor Jean Lawlis	Councilor Ivan McPike
Councilor David Ryder	Town Manager Susan Lessard
Councilor William Shakespeare	Resident Terry McAvoy
Councilor Greg Sirois	

The meeting was opened at 6 p.m. by Mayor Duprey.

1. Meeting Minutes
 - a. August 4, 2014 – The minutes of the August 4, 2014 Finance Committee meeting were reviewed. No changes or corrections were made to the minutes.
2. Review & Sign Warrants – The warrants were reviewed and signed. Questions related to how the Town pays for inspection services were asked. The practice of paying for meals/mileage while on the job was questioned. The Manager informed the Committee that the Town's ordinances require a third party inspector for major construction projects and that the Town treats its own construction projects in the same manner. This policy will be referred to the Infrastructure Committee for review.
3. Old Business
 - a. Revision to Proposed Pool Fee Increases – Councilor Lawlis explained that the Pool Director had revised the proposed fee increases so that residents did not receive a higher % increase than non-residents. These changes were reviewed and recommended as part of the Services Committee meeting on August 11, 2014. Motion by Councilor Lawlis, seconded by Councilor McPike to recommend to the Town Council to hold a public hearing on the proposed new pool fee rates. Unanimous vote in favor. Resident Terry McAvoy stated that he believed that pool fee rates should be even higher than what was proposed.
4. New Business - None
5. Public Comment – Resident Terry McAvoy asked additional questions related to third party inspection of town construction projects. Continued discussion on the matter will take place when the Infrastructure Committee reviews the practice.
6. Committee Member Comments – None

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Susan Lessard
Town Manager



3-a

August 25, 2014

Ms. Susan Lessard
Town Manager, Town of Hampden
106 Western Avenue
Hampden, ME 04444-1428

Dear Ms. Lessard:

As the first step of the project to codify the Town's ordinances I have reviewed all of the materials for the project and now have some preliminary questions for your review. Please see the enclosed Organizational Analysis. The purpose of this first step is simply to ensure that we have all of the materials and information we need to proceed. A completed copy of the Organizational Analysis with decisions clearly noted should be returned to me. We also recommend that you keep a copy for your records.

Under the terms of our agreement, the Town has 30 business days to respond to the Organizational Analysis. We should receive a response by October 10, 2014. If you find that more time is needed, please let me know. Once we receive the completed Organizational Analysis we will begin the next phase of the project, the preparation of the Manuscript (rough draft) of the Code and the Editorial and Legal Analysis, which will provide a more in-depth review of the ordinances.

If you have any questions about the Organizational Analysis or any aspect of the project please do not hesitate to contact me at 800-836-8834 or dtuszynski@generalcode.com. An invoice is also enclosed for completion of this first step of the project.

Sincerely,
GENERAL CODE

A handwritten signature in cursive script, appearing to read "Debora J. Tuszynski".

Debora J. Tuszynski
Editor

DJT:lac

Enc.

Section numbers reflect both the number of the chapter in which the legislation is included and the location of the section within that chapter. This facilitates referencing and indexing sections.

Page heads indicate which sections appear on a particular page, making sections quick to locate.

§ 198-1

Chapter 198 TAXICABS

§ 198-3

§ 198-1. License required.

§ 198-2. Licensing authority;
revocation; records.

§ 198-3. Rates of fare.

§ 198-4. Licensing conditions.

§ 198-5. Use of public ways.

Every chapter is preceded by a Scheme, which lists each section by title. Taken together, the titles serve as a summary of the contents of the chapter.

[HISTORY: Adopted by the City Council of the City of Springfield. Amendments noted where applicable.]

The History indicates the specific legislative source from which the chapter is derived.

GENERAL REFERENCES

Vehicle noise restrictions — See Ch. 75.

Vehicle and traffic regulations — See Ch. 111.

A table of General References directs the reader to related chapters.

§ 198-1. License required.

No person shall set up, use, or drive in the City any unlicensed taxicab or motor vehicle for the conveyance of passengers for hire from place to place.

§ 198-2. Licensing authority; revocation; records.

City Council may license taxicabs or motor vehicles for the conveyance of persons for hire from place to place within the City. It may revoke such licenses at its discretion. A record of all licenses so granted or revoked shall be kept by the City Council.

For precision of reference, section titles are repeated as headings in the text.

§ 198-3. Rates of fare.

A. Minimum zone rates. **[Amended 2-12-1980 by Ord. No. 80-73 '1]**

Amendments to individual sections or subsections are noted in the text at the location which most precisely pinpoints the amended material.

(1) On all trips originating or terminating north of Riverside Cemetery, the following minimum zone rates may be charged for distances north of said cemetery, which portion of the City is hereby divided into three zones as follows:

- (a) Zone A, from Riverside Cemetery to and including Boxart Street: \$2.50, plus \$1 for each additional passenger.
- (b) Zone B, from Boxart Street to and including Denise Road: \$3.50, plus \$1 for each additional passenger.
- (c) Zone C, from Denise Road to and including Beach Avenue: \$4, plus \$1 for each additional passenger.

(2) Each zone shall include all areas lying between the lines of its boundary streets extended to the easterly and westerly limits of the City. The minimum rates

1. **Editor's Note: This ordinance provided an effective date of 3-31-1980.**

Editor's Notes provide supplementary information for the Code user.

198:1

The page-numbering system reflects the chapter number plus the page sequence. This allows the insertion of new chapters without affecting the existing Code organization.

01 - 15 - 2010

The dateline indicates the date the page was printed.

Organizational Analysis

Return to General Code by October 10, 2014

Town of Hampden, Maine

Project Editor: Deb Tuszynski
dtuszynski@generalcode.com

Printed in the United States of America

General Code
781 Elmgrove Road
Rochester, NY 14624
800-836-8834
www.GeneralCode.com

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INTRODUCTION

Project Materials

The Town of Hampden has contracted with General Code to codify the Town's legislation. On July 1, 2014, General Code downloaded the materials on the Town's website under "Ordinances, Codes and Policies of the Town of Hampden, Maine." These documents will form the basis for the new Town Code. If these are not the correct documents or there are any other materials that should be included as part of this project, please contact the project editor.

Purpose

A review of the project materials has been conducted by the project editor. The purpose of this Organizational Analysis is to reach agreement with the Town on which items will be included in the new Town Code and how those items will be organized.

Legal Advice

Please note that it is not the intent of General Code to give legal advice or opinions by way of this Organizational Analysis but rather to provide as much information as possible to enable Town officials to make necessary decisions. Any questions as to the validity or legal sufficiency of legislation, or as to interpretation of statutes, will properly remain the responsibility of the Town Attorney.

Review by Town; Next Steps

The Town has 30 business days to review and respond to this Organizational Analysis; the due date is October 10, 2014. If additional time is needed please contact the project editor. Once the Town has provided its response we will proceed with the next phase of the project, the preparation of the Manuscript (rough draft) of the new Code and the Editorial and Legal Analysis. The time frame for submission of the Manuscript and Editorial and Legal Analysis is 120 business days from receipt of the completed Organizational Analysis.

CONTENTS AND ORGANIZATION OF TOWN CODE

General

Before we can proceed with preparation of the Manuscript (rough draft) of the new Code we need to reach agreement with the Town on which materials will be included and how they will be organized. We have prepared a Proposed Table of Contents for the new Code based on our review of the Town ordinances. A copy of this document is enclosed for the Town's review.

Charter

The Town Charter will appear first in the Code. The copy we downloaded from the Town's website indicates a last amendment date of June 10, 2014. No changes will be made to the numbering or text of the Charter at this time. During the next phase of the project, the Editorial and Legal Analysis, we will do a thorough review of the Charter. Any questions we have regarding the Charter or suggested updates will be included in the Editorial and Legal Analysis for the Town's review and consideration. No changes will be made to the Charter without specific authorization from the Town.

Ordinances

- A. For your reference, enclosed is a preliminary "Ordinance Disposition List" which shows all of the ordinances we downloaded from the Town's website. The ordinances are listed in chronological order by adoption date. The last column, "Disposition," will be filled in later in the project to indicate where each ordinance has been included in the new Code, or the reason for exclusion (if, for example, the ordinance was repealed).
- B. The ordinances will make up the body of the new Code; refer to the "Proposed Table of Contents" enclosed.
 - (1) The ordinances will be organized into two parts: Part I, Administrative Legislation, will contain ordinances relating to the operation of the Town government, such as ordinances establishing commissions or dealing with Town officers or employees. Part II, General Legislation, will contain all other ordinances of a general and permanent nature. The ordinances in Part II typically affect the general public and contain penalties, where those in Part I do not.

- (2) Within each of these parts, the chapters are arranged in alphabetical order by title, with the exception of Chapter 1, General Provisions, which applies to all of the ordinances and therefore appears first.
 - (3) In assigning the chapter numbers, gaps have been left in the numbering of the chapters in order to allow new chapters to be added in the future in the proper alphabetical order. For example, if in the future the Town adopts an ordinance dealing with noise, a new Chapter 263, Noise, could be inserted in the proper order between "Mobile Home Parks" (Chapter 254) and "Outdoor Facilities" (Chapter 270).
 - (4) When more than one ordinance is included within a single chapter, the ordinances are included in chronological order by adoption date, from the oldest to the most recent, and each ordinance is designated as an "article."
 - (5) The "Source" column on the Proposed Table of Contents indicates the ordinances that are proposed to be included in each chapter by the original adoption date of the ordinance.
- C. Enclosed is a copy of the Fire Department Ordinance. We would like to confirm that this two-page ordinance is complete and there is no material missing. Also, there is no indication of an adoption date for this ordinance.

Decision:

- ☐ Complete copy of ordinance with adoption date enclosed
 - ☐ No other copy could be located; include as is
 - ☐ Other:
- D. With regard to the Paid Sexual Contact Ordinance, adopted in 1997, we need clarification as to whether this ordinance should be included in the Code. The Town indicated that this ordinance might now be covered by 17-A M.R.S.A. 251, 255-A and 260. Those sections are part of Chapter 11 of Title 17-A which deals with sexual assault. The Town's ordinance does not really deal with assault but rather sexual contact in return for a pecuniary benefit. It may be covered by Chapter 35 of Title 17-A which deals with prostitution and sex trafficking. The Town Attorney should be consulted in this regard.

Decision:

- ☐ Include Paid Sexual Contact Ordinance
 - ☐ Do not include Paid Sexual Contact Ordinance
- E. Ordinances granting franchises are not typically included in the Code because they are not general in nature but rather represent a contract between the municipality and one particular

company. The Town's most recent cable television franchise agreement also appears to have expired. The ordinance granting the franchise was adopted in 1998 and provided for a fifteen-year franchise to Frontiervision Operating Partners, L.P., which would have expired in 2013. If the Town wants this ordinance included in the Code we can add it to the Code Appendix.

Decision:

- ☐ Do not include cable television franchise
- ☐ Include cable television franchise in Appendix

Other Materials

The Code typically contains only the Charter and ordinances. A number of other documents were posted on the Town's website.

- A. Town Council Rules. One of the documents is the Hampden Town Council Rules, last amended May 19, 2014. These rules can be included in the Appendix of the Code if desired by the Town.

Decision:

- ☐ Include Town Council Rules
- ☐ Do not include Town Council Rules

- B. Personnel Rules and Policies Ordinance/Handbook. Many of our clients choose to exclude personnel policies from the Code, as they apply to the municipal employees only and are typically distributed to employees in the form of a handbook or manual. We did download the Town's handbook which indicates an adoption date of December 19, 2011. The policies can be included in the Code if desired by the Town. Note that the handbook does contain some documents, such as the letter from the Town Manager and the orientation schedule, that do not really lend themselves to codification. The Town should consider whether this information needs to be part of the Town Code or would be more appropriately maintained as a separate document.

Decision:

- ☐ Include Personnel Policies
- ☐ Do not include Personnel Policies

- C. Other policies. The following policies were posted on the Town's website. Policies are not typically included in the Code. However, we can create a part in the Code for the policies if desired by the Town.

Bid Procedure Guidelines (5-21-1979)

Investment Policies (6-2-1986)

Internet and Electronic Mail Policy (6-5-2000)

Tax Increment Financing (TIF) Policy (3-19-2001)

Host Community Benefit Funds Policy (5-20-2002)

Programming and Procedures for Hampden Government Channel (10-15-2007)

Outside Agency Budget Request and Mid-Year Funding Request Policy (6-15-2009)

Community Room Rental/Use Policy (7-6-2009)

Policy on New Street Lights (9-7-2010)

Non-Municipal Organization Funding Request Policy (5-21-2012)

Decision:

- ☐ Include all policies
- ☐ Do not include any policies
- ☐ Include only those policies marked above

- D. Maps. The following maps were posted on the website. Should these maps be included in the Code? In recent years many of our clients have moved away from having hard copies of maps in the Code book in favor of having electronic versions available online.

Council Districts Map and Street List

Shoreland Zoning Map

Zoning Map

Historic District Map

Firearms Discharge Map

Decision:

- ☐ Include all maps
- ☐ Do not include any of these maps
- ☐ Include only those maps marked above

Proposed Table of Contents

Please indicate below whether the organization for the new Code as shown on the Proposed Table of Contents and described above is acceptable. Note that once the Table of Contents is approved and we have prepared the Manuscript, any requests by the Town to alter the overall organization of the Code or for special numbering or formatting will be subject to additional charges based on the time and materials required to make the changes requested.

Decision:

- ☐ Table of Contents is approved as submitted
- ☐ Table of Contents is approved with revisions as shown on enclosed copy
- ☐ Please call to discuss

CODE NUMBERING AND STYLE

Numbering

Each ordinance included in the Code will be designated as a chapter or article in the new Code. Each chapter will be assigned a number, and each section and subsection within that chapter will be numbered in accordance with General Code's standard numbering system. It is essential to the creation of the Code that all items included in the Code be renumbered into the same system for consistency and to facilitate the creation of the comprehensive Code Index. Note that tickets, signs, forms, software and other Town documents that refer to existing ordinance numbering will need to be updated once the new Code is adopted.

The "Sample Code Page" document included with this Organizational Analysis provides a description of the features of the Code. A number of Maine codes are posted on our website and can be reviewed for examples of our standard numbering system: <http://www.generalcode.com/ecode360/ME>

Decision:

- ☐ Renumbering of ordinances in General Code's standard system is authorized
- ☐ Please call to discuss

Style

- A. It is our practice to standardize the text of the ordinances included in the Code in the following respects in order to establish consistency throughout the Code:
 - (1) Presentation of numbers. Numbers from zero through nine will be written out; numbers from 10 up will be in numerical form only; and fractions, decimals, percentages and monetary amounts will be included in numerical form only. Example: "The applicant shall submit five copies of the application. Notice of the hearing shall be published at least 10 days prior to the hearing date. Approval requires the affirmative vote of 2/3 of the members of the Board. The application fee is \$15."
 - (2) Capitalization. The capitalization of terms will be made consistent throughout the Code, including capitalizing "Town" when referring to the Town of Hampden.

- (3) Grammar, spelling and punctuation. Any errors in grammar, spelling and punctuation will be corrected.

Decision:

- ☐ The changes outlined above are acceptable
☐ Please call to discuss

- B. Two of the Town ordinances have a very unusual style with respect to defined terms. In the stormwater management ordinance adopted in 2009 and the shoreland zoning ordinance adopted in 2010, defined terms are presented throughout the text in italics. This style is not used in any of the other Town ordinances and we strongly recommend against it. General Code has many years of experience and has worked with other clients who have attempted to impose this style or something similar. While it may seem simple, this style is actually quite difficult to impose and maintain. It is not a simple matter of search and replace. Each word has to be reviewed in the context in which it appears to determine whether it matches a defined term and should be put in italics.

- (1) Please consider the following:
- (a) The same word can have more than one meaning, and a word can have different meanings depending on how it is used (noun, verb, adjective).
 - (b) A word can stand by itself and also be part of another term or phrase (e.g., "building" and "building permit").
 - (c) Any time a definition is added, removed or revised, the entire ordinance to which that definition applies will need to be checked for any use of the defined term and corresponding changes made.
 - (d) When drafting amendments, any new material being added or sections being revised will have to be checked to determine whether any defined terms appear in the new/revised text and should be italicized.
 - (e) The readability of the text is impacted by having words in italics throughout, and a reader may not necessarily understand why the terms are in italics.
- (2) Putting defined terms in italics is outside the scope of our standard procedures. This style will not be maintained when these ordinances are codified unless otherwise requested by the Town.

Decision:

- ☐ Removal of italics from these two ordinances is acceptable
☐ Please call to discuss.

PROJECT STEPS

Manuscript and Editorial and Legal Analysis

As the next step in the codification project we will create the Manuscript (rough draft) of the new Code based on the approved Table of Contents. The Manuscript will then be reviewed by the project editor and the Editorial and Legal Analysis prepared. The Editorial and Legal Analysis will provide a review of the ordinances for inconsistencies, duplications, conflicts with the Town Charter and current state law, and outdated or unclear wording. The Manuscript and Analysis will be submitted within 120 business days of receipt of the completed Organizational Analysis. The Town will have 90 business days to review the Manuscript and Analysis.

Draft

Once the Town has completed its review of the Manuscript and Analysis we will incorporate all decisions and requested changes to the Manuscript and submit a final Draft for the Town's review. The Draft will be submitted within 100 business days of receipt of the Town's response to the Editorial and Legal Analysis, and the Town will have 30 business days to review the Draft.

Final Publication; Adoption of Code

Following the Town's review and approval of the Draft we will proceed with final publication of the new Town Code. The Code will be delivered within 40 business days of approval of the Draft. The Town is scheduled to receive 10 hard copies of the Code and an on-line version of the Code. For examples of our on-line codes, please visit our website: <http://www.generalcode.com/ecode360/ME>.

In conjunction with the final publication of the Code we will provide a draft ordinance for adoption of the new Code by the Town Council. Following adoption of this ordinance, it will be included in the Code as Chapter 1, General Provisions, Article I, Adoption of Code, to provide a record of when the Code was adopted.

Proposed Table of Contents

Code of the Town of Hampden, Maine

**NOTE: Chapter and article titles and numbers may change at final editing depending on new subject matter legislated and/or input from municipal officials.*

New Ch. Number	New Title	Source
CHARTER		
	Charter	Charter
PART I ADMINISTRATIVE LEGISLATION		
1.	General Provisions	
	Art. I, Adoption of Code	<i>New</i>
7.	Appeals, Board of	6-19-2004
18.	Conservation Commission	3-21-2005
29.	Ethics, Code of	5-7-2012
35.	Fire Department	(date not indicated)
70.	Public Works Department	3-16-1987
78.	Registration, Board of	1-22-1979
84.	Salaries and Compensation	
	Art. I, Town Council	9-19-2005
95.	Town Property, Sale of	11-19-1979
PART II GENERAL LEGISLATION		
116.	Amusements	10-6-1997
120.	Animals	
	Art. I, Animal Control	4-3-2000
133.	Building Construction	
	Art. I, Building Code	9-16-2002
	Art. II, Residential Building Code	3-27-2006
140.	Cable Television	8-18-1997
144.	Cemeteries	9-8-1981

New Ch. Number	New Title	Source
151.	Concourse Gathering	7-24-1978
165.	Energy Conservation	
	Art. I, Property Assessed Clean Energy	8-16-2010
176.	Fees and Charges	
	Art. I, Schedule of Fees for Town Services	10-20-1986
	Art. II, Service Charge	5-18-1992
182.	Firearms	8-7-1989
187.	Fires and Fire Prevention	6-3-2013
	Art. I, Fire Prevention Code	4-5-1993
	Art. II, Life Safety Code	4-5-1993
	Art. III, Outdoor Wood Boilers	3-19-2007
191.	Fireworks	
196.	Floodplain Management	5-17-2004
205.	General Assistance	12-2-1996
212.	Harbor Management	8-20-1984
218.	Historic Preservation	11-20-1989
237.	Library	
	Art. I, Establishment	5-16-1983
	Art. II, Endowment Fund	1-21-1997
254.	Mobile Home Parks	10-12-2004
270.	Outdoor Facilities	8-6-2012
274.	Peace and Good Order	
	Art. I, Display of Materials Harmful to Minors	10-6-1997
	Art. II, Paid Sexual Contact	10-6-1997
281.	Pool Facility	
	Art. I, Establishment	5-2-1994
	Art. II, Endowment Fund	1-7-2002
293.	Roads	
	Art. I, Town Ways	2-20-1979
	Art. II, Road Names and Address Numbers	8-19-2013

New Ch. Number	New Title	Source
305.	Sewers	12-5-2011
309.	Shoreland Zoning	3-1-2010
318.	Storm Drainage System	
	Art. I, Nonstormwater Discharges	6-18-2007
322.	Stormwater Management	
	Art. I, Post-Construction Stormwater Management	7-6-2009
326.	Subdivision of Land	5-17-1982
331.	Taxation	
	Art. I, Excise Tax Refund	1-7-2002
340.	Trees	
353.	Vehicles and Traffic	
	Art. I, Parking	7-20-1987; 12-7-1987
357.	Vehicles, Junked	8-15-1988
362.	Victualers	4-20-1998
370.	Waste Management	
	Art. I, Solid Waste Flow Control	6-6-1988
	Art. II, Waste Disposal Facilities	1-20-1990
379.	Yard Sales	10-4-1982
390.	Zoning	3-13-1979
APPENDIX		
DISPOSITION LIST		
INDEX		

Ordinance Disposition List for Town of Hampden

Prepared by General Code

Ordinance Number	Adoption Date	Subject	Disposition
	07-24-1978	Concourse gathering	
	01-22-1979	Board of Registration	
	02-20-1979	Roads : town ways	
	03-13-1979	Zoning	
	11-19-1979	Sale of town property	
	09-08-1981	Cemeteries	
	05-17-1982	Subdivision of land	
	10-04-1982	Yard sales	
	05-16-1983	Library : establishment	
	08-20-1984	Harbor management	
	10-20-1986	Fees and charges : schedule of fees for town services	
	03-16-1987	Public Works Department	
	07-20-1987	Vehicles and traffic : parking	
	12-07-1987	Vehicles and traffic : parking	
	06-06-1988	Waste management : solid waste flow control	
	08-15-1988	Junked vehicles	
	08-07-1989	Firearms	
	11-20-1989	Historic preservation	
	01-20-1990	Waste management : waste disposal facilities	
	06-06-1991	Cable television franchise agreement	NCM
	05-18-1992	Fees and charges : service charge	

NCM = Not Code material (legislation is not general or permanent in nature).

REP = Repealed effective with adoption of Code; see Ch. 1, Art. I.

NI = Not included in Code but saved from repeal.

NLP = New legislation is pending.

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Ordinance Disposition List for Town of Hampden

Prepared by General Code

Ordinance Number	Adoption Date	Subject	Disposition
	04-05-1993	Fires and fire prevention : fire prevention code	
	04-05-1993	Fires and fire prevention : life safety code	
	05-02-1994	Pool facility : establishment	
	12-02-1996	General assistance	
	01-21-1997	Library : endowment fund	
	08-18-1997	Cable television	
	10-06-1997	Amusements	
	10-06-1997	Peace and good order : display of materials harmful to minors	
	10-06-1997	Peace and good order : paid sexual contact	
	04-20-1998	Victualers	
	09-21-1998	Cable television franchise agreement	NCM
	04-03-2000	Animals : animal control	
	01-07-2002	Pool facility : endowment fund	
	01-07-2002	Taxation : excise tax refund	
	09-16-2002	Building construction : building code	
	05-17-2004	Floodplain mangement	
	10-12-2004	Mobile home parks	
	03-21-2005	Conservation Commission	
	09-19-2005	Salaries and compensation : Town Council	
	03-27-2006	Building construction : residential building code	
	06-19-2006	Board of Appeals	

NCM = Not Code material (legislation is not general or permanent in nature).

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Ordinance Disposition List for Town of Hampden

Prepared by General Code

Ordinance Number	Adoption Date	Subject	Disposition
	03-19-2007	Fires and fire prevention : outdoor wood boilers	
	06-18-2007	Storm drainage system : nonstormwater discharges	
	11-05-2007	Trees	
	07-06-2009	Stormwater management : post-construction stormwater management	
	03-01-2010	Shoreland zoning	
	08-16-2010	Energy conservation : property assessed clean energy	
	12-05-2011	Sewers	
	05-07-2012	Ethics, Code of	
	08-06-2012	Outdoor facilities	
	06-03-2013	Fireworks	
	08-19-2013	Roads : road names and address numbers	

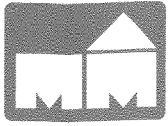
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MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive

P.O. Box 9109

Augusta, Maine 04332-9109

4a

DATE: August 4, 2014

TO: Members of the Workers Compensation Fund and the Property & Casualty Pool

FROM: Patricia Kablitz, CPCU, ARM
Director, Risk Management Services

Prop & Casualty 3,112.00
Worker's Comp 9,748.00

RE: Dividend Payments

We are pleased to announce that the Board of Trustees of the **MMA Workers Compensation Fund** voted at its May 22, 2014 meeting to allow a dividend to the members of the Fund who meet the established criteria. Continuing members whose contributions are greater than \$25,000 annually, whose 2013 loss ratio is less than 40% and whose three-year loss ratio is less than 75% will receive a 7.5% dividend. Continuing members whose contributions are less than \$25,000 annually and whose loss ratio is less than 50% for the three years ending December 31, 2013, will also receive a 7.5% dividend. All losses are valued as of June 30, 2014.

The Board of Directors of the **MMA Property & Casualty Pool** voted at its May 22, 2014 meeting to allow a dividend to current members of the Pool who meet the established criteria. To earn a dividend, a member must have a loss ratio of 50% or less for the qualifying year of July 1, 2012 to June 30, 2013, calculated and valued as of June 30, 2014. Continuing members whose participation began on July 1, 2008 or prior will earn a 5.39% dividend and members who joined after July 1, 2008 will receive a 4.39% dividend.

Cost savings are realized in providing services to members who participate in both the Property & Casualty Pool and the Workers Compensation Fund. In recognition of the savings, both boards voted to add 1% to the dividends for each program for members who qualify and earn a dividend. You are among the members who participate in both the Workers Compensation Fund and the Property & Casualty Pool. Therefore, if you earned a dividend for either or both programs, the additional 1% has been included in the calculation.

Dividends are being paid in the Workers Compensation Fund and Property & Casualty Pool totaling \$1,199,223. Both governing boards are very pleased with the results of their respective programs and thank you for your support and continued participation. Good management practices and sound loss prevention measures on the part of all of the members have contributed to the success of these programs. Your entity is a big part of this success.

Your check is enclosed with this letter. We have also enclosed a press release that may be used to announce the result of your successful risk management activities and good loss experience to your community. If you have any questions about the dividends or any of the Risk Management Services programs, please call me at 800-590-5583. Additional copies of this letter are included for your elected officials.

4-b

To: Susan Lessard, Town Manager

From: Kelly Karter, Assessor

RE: Service Fee Calculations

Date: September 2, 2014



Following is a listing of the calculated service fees that apply to residential property according to our Service Fee Ordinance.

I have added wording to the billing regarding the financial information for each entity as of June 30, 2014, per Tom Russell's suggestion.

The list is as follows:

Penquis Mental Health	\$ 1,954.65
Community Housing of Maine	\$ 2,105.01
OHI George St.	\$ 2,126.30
OHI Patterson Rd.	\$ 1,628.24
Medical Care Development	\$ 5,279.94
The Housing Foundation	\$22,077.18
 Total Service Fees	 \$35,171.32

**Please note that Aspenledge is on the tax rolls again this year as it is currently vacant.

These fees have been calculated according to the ordinance. Some will change once the financials are submitted.

MEMO

To: Property Owner

From: Town of Hampden

Date: September 2, 2014

Subject: Penquis Mental Health Service Charge

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the Council approved the following Service Charge fee for the 2014/2015 fiscal year on September 2, 2014.

When you have completed your financial information for the year ending June 30, 2014, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Penquis Mental Health

Property Location: 1012 Carmel Road North
Hampden, Maine 04444

Legal Description: Map 1 Lot 31-A
Book 11872 Page 215

2013 Municipal Budget \$6,929,399 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$599,120,100 (=0.011556)

Times the Just Value	\$	169,000
Service Charge Due	\$	1,954.65

MEMO

To: Property Owner

From: Town of Hampden

Date: September 2, 2014

Subject: Community Housing of Maine

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2014/2015 on September 2.

When you have completed your financial information for the year ending June 30, 2014, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Community Housing of Maine

Property Location: 177 Canaan Road
Hampden, Maine 04444

Legal Description: Map 5 Lot 27-A
Book 10137 Page 137

2013 Municipal Budget \$6,929,399 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$ 599,120,100 (=0.011566)

Times the Just Value \$ 182,700

Service Charge Due \$ 2,105.11

MEMO

To: Property Owner

From: Town of Hampden

Date: September 2, 2014

Subject: OHI

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the Council approved the following Service Charge fee for the 2014/2015 fiscal year on September 2, 2014.

When you have completed your financial information for the year ending June 30, 2014, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: OHI

Property Location: 35 George St
Hampden, Maine 04444

Legal Description: Map 23 Lot 70-C
Book 9404 Page 115

2013 Municipal Budget \$6,929,399 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$599,120,100 (=0.011556)

Times the Just Value \$ 184,000

Service Charge Due \$ 2,126.30

MEMO

To: Property Owner

From: Town of Hampden

Date: September 2, 2014

Subject: OHI

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the Council approved the following Service Charge fee for the 2014/2015 fiscal year on September 2, 2014.

When you have completed your financial information for the year ending June 30, 2014, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: OHI

Property Location: 143 Patterson Road
Hampden, Maine 04444

Legal Description: Map 5 Lot 39
Book 9144 Page 102

2013 Municipal Budget \$6,825,830 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$599,120,100 (=0.011556)

Times the Just Value \$ 141,000

Service Charge Due \$ 1,630.81

MEMO

To: Property Owner

From: Town of Hampden

Date: September 2, 2014

Subject: Medical Care Development; DBA Hampden Meadows

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for 2014/2015 fiscal year on September 2, 2014.

When you have completed your financial information for the year ending June 30, 2014, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Medical Care Development; DBA Hampden Meadows

Property Location: 1282 Kennebec Road
Hampden, Maine 04444

Legal Description: Map 1 Lot 23-A
Book 5818 Page 81

2013 Municipal Budget \$6,929,399 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$599,120,100 (= 0.011556)

Times the Just Value \$ 456,900

Service Charge Due \$ 5,279.94

MEMO

To: Property Owner

From: Town of Hampden

Date: September 2, 2014

Subject: The Housing Foundation

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the 2014/2015 fiscal year on September 2, 2014.

When you have completed your financial information for the year ending June 30, 2014, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: The Housing Foundation

Property Location: 113 Western Avenue
Hampden, Maine 04444

Legal Description: Map 31 Lot 8
Book 4249 Page 321

2013 Municipal Budget \$6,929,399 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$599,120,100 (=0.011566)

Times the Just Value \$ 1.908.800

Service Charge Due \$22,077.18